



**REGISTRATION AGREEMENT
FOR
APPLICANTS SEEKING REGISTRATION
UNDER THE FRIENDLY SOCIETIES ACT**

We the members of the Steering Committee of theGroup do hereby agree to the following in respect of our desire to register the aforementioned Group under the Friendly Societies Act.

APPLICANT AGREES TO:

1. Submit to the **Registrar of Friendly Societies**, a duly completed Application Form. The Application Form must be signed by at least seven (7) members and the Secretary and is accompanied by a list of not less than twenty-one (21) persons whom have met the criteria for membership as proposed by the entity. Application Forms must be submitted with the following items as per Section 7 (2) of the Act:-

☐ Three (3) copies of the Group's proposed Rules. **Except for Branch Rules** where four (4) copies of the Rules for each branch is required.

☐ **For branches**, a statement is to be effected indicating if the Rules are to be identical or not.

☐ A non-refundable Processing Fee of Two Thousand Dollars (\$2,000.00).

☐ Proof of Registered Office location (e.g. rent receipt, Lease Agreement or permission letter from the owner of the premises endorsed by a Justice of the Peace).

☐ Based on the nature of operation, provide one of the following documentation giving all budget plan estimates and cash flow forecast:-

- i. **Benevolent Society** - Project Proposal/Development Programme
- ii. **Friendly Society** – Business Plan/Project Proposal
- iii. **Specially Authorized Society** - Business Plan

2. Submit Statement of Affairs along with related Bank information to verify balance on Statement.
3. Acquire basic knowledge of Friendly Societies Principles and Law and be successfully evaluated¹ by the Registrar of Friendly Societies or his representative.

DCFS AGREES TO

1. Formally acknowledge receipt of Application to include supporting documents and provide feedback regarding standard of documents within five (5) working days of receipt of the Application.
2. Conduct training and evaluation of group² in the knowledge of the Friendly Societies' Principles and Law and basic management practises within 30 working days of receipt of the Application.

GENERAL

The Registrar of Friendly Societies reserves the right to request from the Group any additional information deemed necessary to facilitate the Registration Process.

If the Registrar of Friendly Societies is satisfied that the Group has complied with the provisions of the Friendly Societies Act, Section 8 (1) he shall:

- a. approve the registration and its Rules. A Certificate of Registration will then be issued, along with two (2) copies of the approved Rules.
- b. make available for collection within fifty-five (55) working days of this Agreement, the registration package including Certificate of Registration.

The applicant may choose to terminate their dealing with the Department at any time before registration is

If the applicant fails to meet its' obligation under this Agreement within fifty (50) days of the date of submission of the Application³; such application maybe deemed null and void and the Registrar reserves the right to terminate the Agreement by removing the Group via written Letter of Removal from the Department's Program of Work within 10 days of the expiration of the Agreement. (The Group has the option to enter into a new Agreement which must be accompanied by a new Application Form and if such new Application is submitted is within sixty days of the date of the Letter of Removal the Group will not again be required to pay a Registration Processing fee and meet the other requirements anew.)

¹ The Group must receive a seventy percent (70%) pass mark to questions asked.

² Training is provided at a cost of \$900.00 per hour.

³ The Application Form, along with all the requirement identified under Item 1

A new Agreement terminates any previous Agreement of the same nature.

If registration is denied, the Group has one (1) month from the date of such refusal to appeal to Tribunal (appointed by the Regulations) against such a decision.

Signed by Steering Committee members of the _____ Group on
the _____ day of _____, _____.
DAY MONTH YEAR

.....
President/Chairman

.....
Vice President/Vice Chairman

.....
Secretary

.....
Treasurer

.....
Steering Committee Member

.....
Steering Committee Member

.....
Steering Committee Member

.....
Steering Committee Member

.....
Steering Committee Member

.....
Steering Committee Member

.....
Steering Committee Member

DECLARATION FORM

State all sources of funding:

- | | |
|----------|----------|
| a. _____ | d. _____ |
| b. _____ | e. _____ |
| c. _____ | f. _____ |

List all major donors and Country of Origin.

EXISTING DONORS	COUNTRY OF ORIGIN

I HEREBY DECLARE THAT

- No member under the age of eighteen holds or shall hold an elected office within the organization and
- No member holds or shall hold both the offices of president and treasurer or secretary and treasurer within the organization.
- The member holding the office of treasurer is not the treasurer in another Registered Society.

I FURTHER DECLARE THAT ALL THE INFORMATION SUBMITTED IS TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF.

Name of Secretary: _____

Signature: _____ Date: _____

Schedule 3, Form 1

APPLICATION FOR REGISTRATION OF A SOCIETY

TO: The Registrar of Friendly Societies

1. Name of Society

.....

Address

.....

Contact Person.....

Telephone(s) #.....Email.....

Preferred mean of communication is via way of:

☐ **Email**

☐ **Telephone**

☐ **Mail**

2. No. of Members of Society

Total: _____ No. of Males: _____ No of Females: _____

(List of Names of not less than 21 members to include the Secretary, Treasurer and all other governing body on Page 8)

3. Signature of 7 Members (excluding the Secretary)

No.	NAMES (Block Letters)	SIGNATURE
1.		
2.		
3.		
4.		
5.		
6.		
7.		

Secretary's Name _____ **Signature** _____

Address: _____

1. Enclosures:

- (A) 1. Three copies of the proposed Rules of the Society.
2. [¥]A list of the Names and Addresses of the Secretary, Treasurer and every member of the Governing Body.
3. The prescribed Registration Fee.
- (B) 1. 'Where a Society has Branches, the application for Registration shall be accompanied by:-
- a. a list of all the branches, and notice of the place where the registered office of each Branch will be situated;
- b. if the Rules of all the Branches (in this Act called Branch Rules) are or are intended to be identical, a statement to that effect and four copies of the Rules of each Branch.
- c. if the Branches Rules are not or are not intended to be identical, a statement to that effect and four copies of the Rules of each Branch.
2. A Society having a fund under the control of a central body to which every Branch is bound to contribute may be registered as a single Society.

Names of Society or Branch

.....

.....

.....

Parish

Registered Office

Post Office of Society

List of Names of All Officers of the Governing Body, and Office held by each.

Name	Signature	Office Held	Telephone	Email

Secretary Signature _____

Date _____

LIST OF NOT LESS THAN TWENTY-ONE (21) NAMES OF MEMBERS

NAME & SIGNATURE	OFFICE HELD (IF ANY)	ADDRESS	TELEPHONE	EMAIL	AGE RANGE	GENDER
					16-25 <input type="checkbox"/> 26-35 <input type="checkbox"/> 36-45 <input type="checkbox"/> 46-55 <input type="checkbox"/> 56 - ABOVE <input type="checkbox"/>	

NAME & SIGNATURE	OFFICE HELD (IF ANY)	ADDRESS	TELEPHONE	EMAIL	AGE RANGE	GENDER
					16-25 <input type="checkbox"/> 26-35 <input type="checkbox"/> 36-45 <input type="checkbox"/> 46-55 <input type="checkbox"/> 56 - ABOVE <input type="checkbox"/>	

NAME & SIGNATURE	OFFICE HELD (IF ANY)	ADDRESS	TELEPHONE	EMAIL	AGE RANGE	GENDER
					16-25 <input type="checkbox"/> 26-35 <input type="checkbox"/> 36-45 <input type="checkbox"/> 46-55 <input type="checkbox"/> 56 - ABOVE <input type="checkbox"/>	

Secretary's Name _____

Signature: _____

Date _____

**THIS SECTION TO BE COMPLETED BY THOSE SEEKING
REGISTRATION AS A BENEVOLENT SOCIETIES ONLY**

1. List all Projected Incomes:

- a) Income from Members \$ _____
- b) Income from Projects \$ _____
 (Give details of Project if applicable)
- c) Income from Fundraising \$ _____
- d) Income from Donations \$ _____
- e) Other projected income \$ _____

2. Please specify Category/Classification of Entity.

CLASSIFICATION BY MAIN OBJECTIVE	TICK WHICH IS APPLICABLE
Welfare Purposes	
Charitable	
Community Development	
Advocacy Related	
Others, please state _____	

3. Is there any blood or familial relationship among the existing members of the Committee of Management (COM)? Yes ☐ No ☐

If yes, please give details of the relationship _____

5. Please state any organization in which members of the Committee of Management are affiliated or serve in a leadership role.

MEMBERS OF COMMITTEE OF MANAGEMENT	ORGANIZATION(S)
1.	
2.	
3.	
4.	
5.	
6.	
7.	

Attached additional sheets if necessary.

I HEREBY DECLARE THAT THE INFORMATION SUBMITTED IS TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF.

Signature of Applicant: _____ **Date:** _____

OFFICIAL USE ONLY

SIZE CLASSIFICATION: SMALL ☐ MEDIUM ☐ LARGE ☐

REVIEWING OFFICER'S SIGNATURE: _____ **DATE OF REVIEW:** _____